

STATE CONTROLLER'S OFFICE
PERSONNEL AND PAYROLL SERVICES DIVISION
P.O. BOX 942850
SACRAMENTO, CA 94250-5878

DATE: September 22, 2021

PAYROLL LETTER #21-012
(Civil Service Only)

TO: All Agencies in the Uniform State Payroll System

FROM: Jil Barraza, Chief
Personnel and Payroll Services Division

RE: UNIVERSAL ADMINISTRATIVE FEE RATE CHANGE

The California Department of Human Resources (CalHR) has announced that the monthly Universal Administrative Fee will increase from \$2.19 to \$2.73 per pay period per employee, effective September 1, 2021. The Universal Administrative Fee is identified in the payroll system as Deduction Code/Organization Code 356-002.

The State Controller's Office will process the rate changes beginning with the September 2021 pay period and no action is required from Agencies.

For additional information regarding the Universal Administrative Fee increase, please reference [CalHR's Human Resources Manual Section 1426](#). If you have any questions concerning this letter, please contact the Deduction Coordinators at (916) 322-7968 or via email at deductionsprogram@sco.ca.gov.

SCO Key Initiatives:

- [Cal Employee Connect Project](#)
- [California State Payroll System Project](#)

JEB:WV:PMAB